

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 12-138

<b>OPEN TO:</b>	In-House Candidates Only	<b>OPENING DATE:</b>	August 17, 2012
<b>POSITION:</b>	Utility Supervisor, FSN-7, FP-7*	<b>CLOSING DATE:</b>	August 30, 2012
<b>POSITION NO:</b>	N-52106		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
	*Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)		
	(Position Grade: FP-7 to be confirmed by Washington)		
	*Ordinarily Resident: Rs.775,592 p.a. (Starting salary)		
	(Position Grade: FSN-7)		

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of a Utility Supervisor in the Facilities Management Office.

### **BASIC FUNCTION OF POSITION:**

Incumbent under direction of the Facilities Supervisor, supervises, schedules, and coordinates the utility operations and personnel assigned in the repair and maintenance of water, wastewater, electrical distribution, HVAC systems and facilities. Incumbent performs related administrative tasks in the operation of assigned work unit. Performs other related work as required and assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education and three years Diploma of Associate Engineering in Electrical or Mechanical engineering is required.
- 2. EXPERIENCE:** Five years of work experience in a plant operation and maintenance as a Forman or Shift Supervisor is required, out of which two years of experience should be in a position supervising technicians in maintenance and repairs of equipment.
- 3. LANGUAGE:** Level III (Good working knowledge) Speaking/Reading/Writing of English and Level IV (fluent) Speaking/Reading/Writing of Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good working knowledge of building plant operation to include high and low tension electrical distribution, water treatment systems, central air conditioning and boiler operations.
- 5. ABILITIES & SKILLS:** Incumbent must be able to plan and organize the building plant operations. Ability to work on MS Office Suite is required. Must have a valid Pakistani driving license for Motor Car/Jeep.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov) . The Vacancy Announcement Number (e.g. 12-138) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with your applications. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 30, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.